



# KENTUCKY BOARD OF VETERINARY EXAMINERS

P.O. Box 1360, Frankfort, Kentucky 40601 ~ 911 Leawood Drive, Frankfort, Kentucky 40601  
(502)564-3296 ~ <http://bve.ky.gov>

## HOW TO APPLY FOR LICENSURE AS A VETERINARIAN

### PLEASE READ CAREFULLY – APPLICATION/EXAMINATION FEES ARE NONREFUNDABLE

#### APPLICATION FEE(S)

A \$100.00 application fee must be submitted in addition to the appropriate examination fee(s).

#### APPLICATION FORM

All answers must be typed or neatly printed. All questions must be answered. If a question is not applicable, enter "N/A" in the space provided. Your application must be signed and dated.

#### SENIOR STUDENT EXAMINATION APPLICANTS

Seniors attending a college of veterinary medicine, which has been accredited by the AVMA, may take the NAVLE within the spring or fall testing window prior to graduation. Senior applicants must submit a letter from the dean of the AVMA accredited school they are attending stating they are seniors and the expected date of graduation. Upon graduation it will be necessary to submit a copy of the actual diploma prior to licensure.

#### LICENSE VERIFICATION FORMS

You must contact each state in which you hold or have held a license to practice veterinary medicine and have their board office forward a letter of good standing directly to the Kentucky Board of Veterinary Examiners (address listed above). Your application file will not be complete until these forms are received. Please note that some board offices charge a fee for this service.

#### FOREIGN VETERINARY GRADUATES

Graduates of colleges of veterinary medicine not accredited by the AVMA must submit documentation verifying that they have obtained a certificate from the ECFVG prior to applying for the Kentucky State Board Examination. There are no exceptions.

#### SPECIAL PERMIT INFORMATION

Special permits are available, by request, to qualified applicants (please refer to 321.201 of the Kentucky Revised Statutes) until such time that the applicant can sit for the next scheduled examination. The fee per special permit is \$50.00. Special Permits will expire on the day following the next examination results. If you do not sit for the examination immediately following the issuance of your special permit, your permit will expire the day of the examination and you must apply for a new permit to continue the practice of veterinary medicine in Kentucky until the next test administration. Permits are valid through one test administration only. Special Permits may be issued to applicants who have not taken the NAVLE while waiting to complete the examination process, provided their application file is complete, including a letter from a Kentucky licensed veterinarian stating the applicant will be practicing under his/her direct supervision during the period of issuance of the special permit. You will not be permitted to practice veterinary medicine under any other circumstance than under his/her direct supervision.

#### ALL EXAMINATION CANDIDATES MUST PROVIDE THE FOLLOWING INFORMATION:

1. Completed application (front and back). Candidates must mark all applicable boxes.
2. A signature and current date on the back of the application.
3. Required fee(s). See application.
4. Certification of good standing from all states in which you are or have been licensed. This certification must be an original from each states' board office. This information could take up to six weeks to be processed and may require payment of a fee.
5. A current photo is required for your permanent file.
6. Copy of your diploma or proof of graduation.
7. Transfer of NBE and CCT, or NAVLE score(s) from VIVA. REQUIRED. (VIVA Form enclosed)
8. If you are applying for a special permit you must provide a letter from the Kentucky licensed veterinarian who is employing your services, stating that you will be practicing under his/her direct supervision during the period of your special permit.

All information should be mailed to the Kentucky Board of Veterinary Examiners, P.O. Box 1360, Frankfort, Kentucky 40602.

#### SCHEDULE AND CONTENTS OF EXAM

The examination process for Veterinary Medicine consists of two (2) separate examinations.

The NAVLE is administered during a two week window in April and a four week window in November - December of each year. Once a scheduling permit is received from the NBVME, all eligible applicants may select the test location of their choice from any Prometric computer testing center in North America. The NAVLE will consist of clinically relevant multiple choice questions, and approximately

10% of the items will include graphic images (photographs, radiographs, photomicrographs, etc.). Additional information on the NAVLE can be found on-line at [www.nbec.org](http://www.nbec.org).

The KSB examination is mailed with the licensure application. It consists of fifty multiple choice and true or false questions concerning the laws and regulations relating to the practice of veterinary medicine in Kentucky. The answer/score sheet must be filled out and returned with the completed application, fees, and required documentation.

**ALL ADDRESS/NAME CHANGES MUST BE SUBMITTED TO THE BOARD IN WRITING.** A form is available upon request or online at the following address: <http://www.state.ky.us/agencies/finance/occupations>

**YOU ARE ADVISED, YOU ARE NOT PERMITTED TO PRACTICE VETERINARY MEDICINE IN KENTUCKY, UNDER ANY CIRCUMSTANCE, UNTIL YOU ARE LICENSED BY THIS BOARD. THE PRACTICE OF VETERINARY MEDICINE IN KENTUCKY WITHOUT A LICENSE IS A VIOLATION OF THE KENTUCKY REVISED STATUTES AND GROUNDS FOR DISCIPLINARY ACTION.**

PLEASE REMIT FEE(S) BY CASHIERS CHECK OR MONEY ORDER PAYABLE TO: **KY STATE TREASURER**

### **APPLICATION INSTRUCTIONS**

1. This application is to be used with Microsoft Word.
2. Press the TAB key to skip to the next field.
3. Once you have completed the form, you must print the form, and apply your handwritten signature. Application forms submitted without the appropriate signatures will be returned.
4. The completed application may be submitted to the Kentucky Board of Veterinary Examiners either by mail to P.O. Box 1360, Frankfort, Kentucky 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601.



# KENTUCKY BOARD OF VETERINARY EXAMINERS

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## APPLICATION FOR VERIFICATION AND EXAMINATION FOR LICENSURE TO PRACTICE VETERINARY MEDICINE IN KENTUCKY

### Check applicable box(es):

- ☐ Applying to take the NAVLE: Nov-Dec.20\_\_ ☐ April 20\_\_ ☐ Other:  
☐ KY State Board Examination Fee: \$100.00  
☐ Application fee (Must be attached) Fee: \$100.00  
☐ Special Permit (only for NAVLE Applicants) Fee: \$50.00  
☐ NBE and/or CCT, or NAVLE Score is being transferred to the Kentucky Board from VIVA.

### BOARD USE ONLY

☐ Approved ☐ Denied

Date Issued: \_\_\_\_\_

License Number: \_\_\_\_\_

All items on this application are mandatory. You must answer fully and completely all questions contained on this application. Insufficient answers or omissions of data requested will be sufficient grounds for rejection of this application.

SS#

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1. Full Name: Last	First	Middle	2. Birthday / Month / Day/ Year/
3. Mailing Address: Number and Street	City	State	Zip Code
4. Permanent Residence Address:	City	State	Zip Code
5. E-mail address:	Date(s) for Name Change(s)		
6. Have you ever changed your name through marriage or through action of a court, or have you ever been known by any other name: <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, List Names: _____			

### 7. Veterinary College or University

School	Name and Location	Dates Attended From	To	Course	Degree Obtained

### 8. In what other states do you hold or have you held a license? Written certification of license status from those state boards is required.

State	License Number	Date Issued	How did you obtain this license?	Status of License	Period of Practice

9. A. Have you ever had your license to practice veterinary medicine revoked, suspended, restricted, or denied in any state or territory, been placed on probation, or entered into a voluntary surrender of your license? ☐ Yes ☐ No. If your answer is yes, please specify state, date, charge and circumstances and submit formal documentation of final orders/outcome (if applicable.)

B. Has any disciplinary action ever been taken against a veterinary license held by you, in this or any other jurisdiction? ☐ Yes ☐ No. If yes, please specify state, date, charge, and circumstances and submit formal documentation of final orders/outcome. (if applicable)



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10.	A.	Have you ever been denied the right to take a veterinarian licensure examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No.
	B.	Have you ever been refused a veterinarian license or the renewal thereof in any state?	<input type="checkbox"/> Yes <input type="checkbox"/> No.
	C.	Are you now or have you ever been a defendant in civil litigation in which the basis of the complaint against you was an alleged negligence, malpractice, or lack of professional competence?	<input type="checkbox"/> Yes <input type="checkbox"/> No.
	D.	Is there currently a complaint against your professional conduct or competence as a veterinary pending in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No.
	E.	Have you been charged with, convicted or, or pled guilty to a felony or misdemeanor other than a minor traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No.
	F.	Are you now, or have you ever been, addicted to, or undergone treatment for the use of narcotics, drugs, prescription drugs or the excessive use of intoxicating liquor?	<input type="checkbox"/> Yes <input type="checkbox"/> No.
<p>IF ANY QUESTION(S) IN SECTION 9 ABOVE IS ANSWERED YES, YOU MUST PROVIDE COMPLETE DETAILS AS TO STATE(S), LICENSE NUMBER(S), DATE(S) AND RELEVANT CIRCUMSTANCES.</p>  			
<p>Please attach a separate sheet of paper if more space is needed to provide information.</p>			
11.	Have you ever applied to take a licensing examination in Kentucky? If answer is yes, specify date and which examination: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No.
12.	Have you ever taken the NBE/CCT or NAVLE in any state other than Kentucky If answer is yes, specify date and which examination: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No.
13.	Have you ever failed the NBE or CCT? If answer is yes, specify date, which examination, and state: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No.
14.	Have you ever failed the NAVLE? If answer is yes, specify date, and state: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No.
15.	Please list below the names, addresses and dates of employment for the last five years.  _____  _____		
16.	Do you hereby swear or affirm that you have read and understand the Laws and Regulations relating to the Kentucky Board of Veterinary Examiners? <input type="checkbox"/> Yes <input type="checkbox"/> No.		

To complete this application, the following must be included: (a) wallet size photo(s), (b) upon graduation submit a copy of actual diploma or proof of graduation, also (if you have not graduated, send verification that you are enrolled in a college of Veterinary Medicine and status), (c) fee for application and examination(s), (d) your scores for the NBE and CCT or the NAVLE if already taken, must be transferred to this office from VIVA, (e) letters of good standing from each state in which you are or have been licensed, (f) if you are requesting a special permit upon completion of your file and you have not taken the NAVLE, you must be under the direct supervision of a Kentucky licensed veterinarian and that veterinarian must forward a letter on your behalf stating that you will be practicing under his/her direct supervision during the period of your special permit.

**YOU ARE ADVISED, YOU ARE NOT ALLOWED TO PRACTICE VETERINARY MEDICINE IN THE COMMONWEALTH OF KENTUCKY WITHOUT HOLDING A LICENSE. THERE ARE NO EXCEPTIONS.**

I hereby give permission for the Kentucky Board of Veterinary Examiners to secure additional information concerning me or any of the statements in this application from any source the board may desire. I further agree to submit to questioning by the board or any member thereof, and to substantiate my statements if desired by the board. I further state that all the facts, statements and answers contained in this application are true and correct. I am not omitting any information which might be of value to this board or its determination of my qualifications, whether it is requested or not and I agree that any falsification, omission or withholding or pertinent information or facts in regard to my qualifications as an applicant shall be sufficient to bar me from this or any future examination given by the Kentucky Board of Veterinary Examiners and any such falsification, omission or withholding shall serve as sufficient grounds for the revocation, cancellation or suspension of my Kentucky Veterinary License.

#### APPLICATION AFFIRMATION

I hereby swear or affirm, under the penalties of perjury, that the statements made in this application are true, complete, and correct and swear or affirm that I have read the above statements and agree to the same.

Signature of Applicant

Date (month / day/ year)

